#### FINANCE DEPARTMENT SUMMARY

The Finance Department monitors and coordinates financial resources and supplies for all departments. Department reorganization was implemented in January, 1989, consistent with a Loaned Executive Assistance Program (LEAP) Committee recommendation, reducing the number of divisions from six to two: The Director's Office includes Administration and Investment Management functions. The Financial Management Division includes Financial Planning and Research (Budget), Central Accounting, Revenue Management, and Special Assessment functions. The Management Services Division includes Purchasing, Records, and Benefits.

# Budget Highlights

The revised 1990 budget reflects an increase of \$42,850 over the revised 1989 budget.

- Personnel costs represent 82% of the total department budget.
- Salary savings in the current budget (\$62,840) occurring from position decreases are being partially used to offset overtime and accounting services required in the computer conversion.
- Data processing charges are decreased (\$25,610) due to reallocation of costs based on usage of the computer system.
- A department reorganization resulted in a transfer of management of the data processing service and safety officer responsibilities to other departments.

	Budget S	ummary		
•	1989	1989	1990	1990
	<u>Adopted</u>	Revised	Adopted	Revised
Personal Services	\$2,086,310	\$2,041,230	\$2,104,570	\$2,145,530
Contractual Services	515,240	434,990	518,950	372,010
Commodities	102,730	70,100	103,690	71,630
Total	\$2,704,280	\$2.546.320	\$2,727,210	\$2.589,170

FUN DE1	ARTMENT:	110 - GENERAL 03 - FINANCE					
COM	BINED DET	ilesummary and is	erdinatés linen Aration vos la Neace Propysa	hent scorpy.	e. Hopati Loened Exec	ាត់ការប្រក្បាន - គ. សំពី សៃ និស	nelejane Melajane
eniji -mak Intin	S electa İmberment alı sitar	profinación de la profinación A cody a comención Angle a decrenços	of the most t guil transpeasi bus: print <b>1988</b> transposes ACTUAL	Santalander Sa Ostoriogenati Ostoriogenati Ostoriogenation	us edmoner ration and lacker	r grades Reigio Pa <mark>lgo</mark> orid Pa <b>xdopted</b> 22	cobulcui 1990 Reviseo
120	Regular S		1,449,5 21441,145		0	1,679,010	1,706,000
140	Overtime Employee SUBTOTAL		1,086 Gerense ef 542	184 426,55 MG 2500	ខែង វេលម៉្វាប្រជុំ	0 0 0 425,560 1 2,104,570	
220 230 240 250	Professio	ations ation and Trainin BOTT WILLIAM TO THE STATE OF THE	total departmen 36,0 2. (SC2.RAG) oct 5.0 octosec over	145 31,630 145 1,470 178 20 3 20 0	64,020 1,470 0 0 610 0 53 610	31,630 1,470 0	57,700 1,470 610 8900083
280	Building Other Con	Contractuals and Grounds Contractuals tractuals CONTRACTUAL SERVI	nctuals //s (458,858) 22/9	0 (	0 1. ≗⊝⊚356,540∂	. 0	5 26,510
320 330 340 350 360 370 380	Clothing Chemicals Equipment Materials Equipment Building	Parts Supplies Parts alizable Equipmen	1 2,5 t 1,6	72	60 60 60 2,100 0	3,270 0,4 2,100,200 0,210,60 3,270 0 100 0	#1:69,200
	SUBTOTAL	COMMODITIES	107,5	16 102,730	70,100	103,690	71,630
420 430 440 450	Operating		1,2	0 0	0 0	0 0 0	000000000000000000000000000000000000000
520 530	Debt Serv	Transfers ice -Operating Expense	• <b>s</b> 9861	Springs 0	0 0 0	0 0	0
jet.	SUBTOTAL	other 1965A	bseives		0	0	0
	: 0	013,401,64 076,816 080.103	066,689,68 066,488,2,541,09	015,050,58 59 <sup>02</sup> 2,704,280			2,589,170
				015.401.50	)	,	· . 67:37

FUND: 110 - GENERAL DEFARTMENT: 03 - FINANCE

DIVISION: 01 - BIRECTOR'S OFFICE SECTION: 01 - ADMINISTRATIONS OF SECTION OF

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and render advice and services as mequested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, billing, revenue collection and purchasing activities for the City, as welling, the responsibilities of City Clerk. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, tracords management, special assessment and risk management systems.

	1989 DOPTED	POSITIONS 1989 REVISED	1990 REVISED	1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 REVISED	1990 Reviset
Director of Fin/City Clerk	ente som en	remains a service of the control	- Aller - Terre training of the	E-4	54,600	54,600	54,600
AssistantoDirectory Come	Ō	1	i	E-8	0	49.300	48,940
Management DServices Director	1	1	. i	E-\$	47,350	48,540	48,540
Financial:Analyst	. 1	0	. 0	626	26,450	0	0
Financial Analyst II	0	1	1	626	\$84.36° O	26,450	28,970
Rdministrative Secretary	1	1	1	620	22,560	22,560	23,380
តិ <b>ច័</b> ក្សាដែលនេះ ។ ដើម្បាន និងបានក្នុងកម្	:			4 4 4	\$11,545		
Subtotal	4	5	5		150,960	201,450	204,430
<b>প্ৰচ</b> িট্য কৰ						de la servición de la companya de la	
ADD:		•					
Longevity .				*	230	860	860
Year End Payroll Accrual					400	0	. 0
Meer And Beyest & April 1					1-4:		
Subtotal					151,590	202,310	205,290
$S_{V_{i}}$							
LESS Charges							
USES Purchasing					(27,350)	(27,740)	(27,500)
Records					(10,000)	(10,410)	(10,810)
Benefits		•			(10,000)	(10,810)	(10,810)
Investments					(29,970)	(29,940)	(30,720)
General Accounting					(23,470)	(41,630)	(42,070)
Revenue Management					(3,910)	(20,940)	{21,040}
Financial Planning & Research					(42,980)	(50,520)	(52,550)
Special Assessments Segment	is 1				(3,910)	(9,720)	(9,790)
Special Commences							
TOTAL					0	0	

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DEP.	D: ARTMENT: ISION: TION:	03 - 01 -	GENERAL FINANCE DIRECTOR'S INVESTMENT					35 1044 <b>3 3</b> 89 35	197355 - 611 174778 - 64 1873419 - 19 1814194 - 19	1000
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	ay the	ាក្រក និ ស្ថិកស្ថិ		ទីកាស។ ១៩១ ២៥៤/១ ។ (	1988	, 19 ADO	89:	1989	1990	1990
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	Regular Special	Salari	<b>●5</b>	بهروه مديمال الرجاب	53,203	J. 1. 200	56,360	(d) 57,070 0	59,430 0	
- 130	Overtime	, we expend to the contract of	A CONTRACTOR OF THE STATE OF TH		. 0	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		150	0	
140	Employee	Bener	178	The state of the state of	13,594 \$483	責任的で発す! - 内容に発す	14,580	15,110	14,630	15,58
id Typii	SUBTOTAL	PERSO	NAL SERVICES	responsible and an responsible flag	# 66,797	\$5.83.20g	70,940	(46) <b>72,330</b>	~74,260	76,05
210	Utiliti.	5 <sub>3</sub> ,	go exercis to the property of the con-	To the Control of	, 0		0;	0	· · · · · · · · · · · · · · · · · · ·	est en esta.
4.1	Communic		4.1	# - *	506		290	1,340	290	1,26
	Insuranc		and Training	<b>ସି</b> ପୃଥମ୍ ଓ । ଅଧିକ	, O	3	30 ° 0 °	0	30	
250	Professi	onal F	ုန္နာ ရှိန္နာ ုန္နာ	ంగా చక్రి	0		0.0	ŏ	· A PARISON	tegt i læss
	Data Pro			93.4	2,128		1,710 %	4,530	17,710	4,53
	Equipmen Building		rectuals rounds Contr	actuals	. 155		150	0	160	an elementario
	Other Co				561		510	220		22
	SUBTOTAL	CONTR	ACTUAL SERVI	CES	3,350		2,690	6,090	2,700	6,01
310	Office S	upplie	s 193		1,740		1,960	910	1,960	91
	Clothing		owels,		0		C	0	0	ing the first
	Chemical: Equipmen		•		0 61		0 30	0 40	0	ារប្រធានក្រុមទីការ
	Material		an .		. 61		0	90	30 0°	and the second
360	Equipmen	t Supp	lies		0		0	0	0	99 550B
	Building		ble Equipment		0	*	0	0	0	The state of the s
	Other Con			6	86 0		0	0	្តស្ត្រ សូទ្ធ ស្រាស់ស្រាស់	
in p	9 (37h)	10 July 2017	-16.4 లో 1 క్కో కే -10 డించిలో 1 కి.మీ				•		i en serre i la	of contractors to
14	SUBTOTAL	COMMO	DITIES		1,887		1,990	950	1,990	95
	Land		r.		0		0	0	0	et si
	Building: Improvement				0		0	0	0	
	Office E	_	nt		0		0	, O	0	
450	Vehicula	r Equi	pment		. 0		Ö	ŏ	Ŏ,	
460	Operatin	g Equi	pment		0		0	C	0	
	SUBTOTAL	CAPITA	AL OUTLAY		0		0	0	0	
	Interfun		sfers		0		0	0	0	
	Debt Serv				0		0	0	0	
540	Other No.	i-oper	sting Expense	P 5	0		0	0	0	
	SUBTOTAL	OTHER			0		0	a	0	
	<del></del>		<del></del>	•				:		
TOTA	L.				72,034		75,620	79,370	78,950	83,010

FUND: 110 - GENERAL DEPARTMENT: 03 - FINANCE

DIVISION: 01 - DIRECTOR'S OFFICE SECTION: 02 - INVESTMENT MANAGEMENT

The investment section is responsible for projecting cash balances, maintaining cash position and administering investments of all funds including the pooled funds. This section is also responsible for the financial analysis of pension investments and the administrative coordination of bond and note sales, as well as debt management.

POSITION TITLE	1989 ADOPTED	POSITIONS 1989 REVISED	1990 REVISED	1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 1990 REVISED REVISED
Financial Analyst II Administrative Aide II	0 1	1 0	1 0	626 623	0 25,990	26,830 29,420 0 0
Subtotal .	1	1	5 <b>1</b>		25,990	26,830 29,420
ADD Longevity Year-end payroll accrual Charges - Finance Administration	n	:			300 100 29,970	300 330 0 0 29,940 30,720
TOTAL					56,360	57,070 60,470

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FUND: 110 - GENERAL - 011 - GENERAL - 010 - 011

The investment section is responsible for projecting cosh belances, maintaining cash position and edministering investments of all funds including the pooled funds. This saction is also responsible for the forestal anappers of peneset investmesses and the section coordination of bond and note ACTUAL ADOPTED REVISED # 128 ADOPTED 118 REVISED 140 The state of the s 280,030 31414 Millson 0 0 • 53,631 69,630 63,110 69,700 65,090 054,05 SUBTOTAL PERSONAL SERVICES 353 1 232,968 3 340,450 286,090 349,730 and 3117,770 T 306 75 ← 0. ost 210 Utilities 000,05 Communications 0 ಸಿರ್ಚರಿಗಳಿ 0 0 🗈 0 5,248 4,920 230 Transportation and Training 1,149 500 0 0 250 Professional Fees, es 700 gryss - Finages Administronetion 260 Data Processing 12,348 40,190 JATOT 330 14.810 40,190 14.760 270 Equipment Contractuals 18 320 250 250 280 Building and Grounds Contractuals n 0 0 0 290 Other Contractuals 1,091 660 660 660 660 SUBTOTAL CONTRACTUAL SERVICES 20.554 21.140 46,590 21,090 45,510 310 Office Supplies 12,815 11,630 11,630 11,650 11.650 320 Clothing and Towels 0 0 0 . 0 0 330 Chemicals 70 0 0 0 n 340 Equipment Parts 296 100 100 100 100 350 Materials 0 0 0 0 0 360 Equipment Supplies Ô 50 50 50 50 370 Building Parts D a 0 0 0 380 Non-Capitalizable Equipment 0 0 0 0 0 390 Other Commodities 0 0 0 n Ô SUBTOTAL COMMODITIES 13,181 11,780 11.780 11.800 11.800 410 Land 0 0 . 0 420 Buildings 0 0 0 0 430 Improvements 0 0 0 0 0 440 Office Equipment 0 0 0 0 450 Vehicular Equipment 0 n • 0 460 Operating Equipment 8 0 0 0 O SUBTOTAL CAPITAL OUTLAY 0 n ٥ Ð 510 Interfund Transfers Ω n 0 520 Debt Service 0 0 0 0 ٥ 530 Other Non-Operating Expenses 0 0 0 0 0 540 Other 0 0 0 0 SUBTOTAL OTHER 0 O 0 TOTAL. 266,702 373,370 344,460 382,620 369,080

PUND: 110 - GENERAL DEPARTMENT: 03 - FINANCE

DIVISION: 02 - FINANCIAL MANAGEMENT

ACTIVITY: 01 - FINANCIAL PLANNING AND RESEARCH

The Financial Planning and Research section supervises the development and administration of the annual budget. This section also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this section is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget adjustments and financial studies for conformance to City policies. This section also prepares the City organization chart.

		· . PC	SITIONS		1990			
POSIT	ION TITLE	1989 Adopted	1989 Revised	1990 REVISED	employment Range	1989 Adopted	1989 REVISED	1990 REVISE
Finan	cial Planning			,				· · · · · · · · · · · · · · · · · · ·
	Research Officer	0	1	1	E-11	. 0	41,640	41,640
Resea	rch and Budget Officer	1	0	0	E-8	45,450	0	0
	t Coordinator	1	0	0	631	37,970	. 0	0
Finan	cial Analyst III	Ö	2	2	629	0	64,900	72,440
	istrative Analyst	2	0	Ö	629	69,890	0	0
	cial Analyst II	Ò	2	2	626	. 0	45,030	59,410
	t Analyst II	. 2	Ò	0	626	54,770	0	0
-	tary II	1	1	1	618/19	17,910	17,910	19,590
	Subtotal	7	6	6		225,990	169,480	193,080
ADD	Longevity				•	980	980	1,050
	Year End Payroll Accrual					870	0	0
	Charges - Finance Adminis					42,980	50,520	52,550
	TOTAL					270,820	220,980	246,680

# THE CHITTY COLF WITCH ISTAN CLOSE TO A DOP TED BUDGET

25 - Yawarda Tabangan 25 - Yawarda Tabangan 26 - Yawarda Tabangan 27 - Yawarda Tabangan

FUND: 110 - GENERAL

DEPARTMENT: 03 - FINANCE

DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

rspord of d The sod Toverning <b>bud-</b>	प्रशासक व्यवस्था मुख्या है। स्वर्था के विकास प्रशासक के प्रशासक के स्वर्थित प्रशासक के प्रशासक के स्वर्थित के उसरे 5 का 2 के के स्वर्था के स्वर्था के स्वर्थ उसरे 5 का विकास के स्वर्था के स्वर्था के स्वर्था के स्वर्था	iskoku or se 1808a (tenin	Mit Cla tuffred prairi twenta	1988 ACTUA	nigolev Lboe en	1969 ADOPTED	PEVISED	المواطئة والعروب والمحاورة	1990 REVISED
Deroelli	o accidentation de control de la control de	<del>राज्यक्ष्यक्रिके</del> विकास प्रकासकरी	inamila	ob 1s	whiled the	daybe edi p	n feridug	nas tybor en	१८१७ क्षेत्रकार कराई
- 40 - 110	Regular Salartes	r i na rangenta de la	(* i \$14 %)	431	.839	469,310	939 <b>413</b> 6630.	13are471 p130	30 m2488744
5 44 (0 120 ·	Special Salaries	romana arawa Reserva	15 1C, 36 C	formare	3,40	g feige (L)	Mante and	resident til 19	if apply a map and a m
**************************************	Overome againment	5	WENG A.			0 5	85 nots160:	O City ordan	ar sereçery
140	Employee Benefits	والمراب والمهم فهيدون ويهدون والدواري		113.	.011	120,940	122,690	120,780	126.51
25.42	SUBTOTAL PERSONAL SE	RVICES 558	ž.	545	. 450	- 590, 250	573,680	Ti Javian	16136257 1813614.95
	SUBTOTAL PERSONAL SE	26.6	0000	,	ยู่สูยกา	53 G S	373,000	ರ್ಷಕ್ರಿಗಳಿಗೆ	dead States
£61	6087 £067		e <del>e de la comp</del> e	31212	CLIFIVS		ŝ.	347	TT 1807,2 1602
210	Utilities Thecas	RANGE	वयं हे 🖂	d of the	0	0	0	်	363848
220	Communications	n ngapanak ngantaga pinak di magapanak it di dang minaka min		10	,528	9,050	9,800	9,050	7,66
· 230	Transportation and I	raining		,	779	500	500	, 20 t <b>500</b>	្នៃ រង្គ្រីក្រុក 50
	Insurance 001	11-3	Ţ		Į0	ā <b>0</b>	กับได้เลีย ประชาการ	11831110 to 10	"និស្សិស៊ីន" <b>២ភ</b> េស ទៅ - ១១១១ស្សី
\$7 \ 87 <b>250</b>	Professional Fees	5 <b>-3</b>	Ö		, 543	44,400	44.400	710 344,400	
260	Data Processing		0	350	, 4 24	283,160	61,110	283,160	
	Equipment Contractus		\$		ð	e <b>0</b>	0		គ្រើកិតិវិទិសភស្ស៊ុ ពេលពេលពេលពេលពេលពេល
	Bullding and Grounds Other Contractuals	Contractner	<b>s</b> 0		114	7 0 0 0 0	0	io Analyst	
35,41	ద్రి జేఫ 🕠 🖰	388	2	7	,114	4,080	37,380		44 រត្តប <b>ាក្នុងស</b> ស្នាត់ការ ជាសម្រើបាន
!	SUBTOTAL CONTRACTUAL	. SERVICES	5	308	,388	341,190	153,190		121,05
19,500	010,71 018,51		<u> </u>				133,130	341,130	
80.8 <b>%i</b> n	Office Supplies.		8	21	,770	17,640	16,640	17,670	16.67
	Clothing and Towels				0	17,040	10,040		DD (Longavi
SQ. 1330	Chemicals 500				70	ň		d Payroll A	
	Equipment Parts				107	650		្ត ទ១៧គ៧វិទី650៖	
	Materials 988,54				0	0	0	0	
360	Equipment Supplies				0	50	50	50	ವಿಷ್ಣಾ≎್ 5
386,3370	Building Parts				0	0	0	. 0	_
380	Non-Capitalizable Eq	uipment			0	0	0	0	
390	Other Commodities				0	0	0	0	1
· ·	SUBTOTAL COMMODITIES			21	,946	18,340	17,320	18,370	17,35
410	Land				0	6	0	0	
420	Buildings				0	Ö	Ŏ	ā	
430	Improvements				0	0	0	Ō	
440	Office Equipment				0	0	0	. 0	
450	Vehicular Equipment				0	0 -	0	0	
460	Operating Equipment				0	0	0	0	(
	SUBTOTAL CAPITAL OUT	LAY			0	0	0	0	•
E10	Interfund Transfers					·····			·
	Debt Service			*	0	0	0	0	
	Other Non-Operating	Expenses			0	n	. 0	0	1
	Other				Ö	Ŏ	0	0	
	SUBTOTAL OTHER				0	0	0	0	(
									~

FUND: 110 - GENERAL DEPARTMENT: 03 - FINANCE

DIVISION: 02 - FINANCIAL MANAGEMENT SECTION: 02 - CENTRAL ACCOUNTING

ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

POSITION TITLE	1989 Adopted	POSITIONS 1989 REVISED	1990 Revised	1990 Employment Range	1989 ADOPTED	1989 REVISED	1990 REVISE
Controller	1	1	1	E-11	44,800	41,640	41,640
Financial Analyst III	0	3	4	629	. 0	110,000	144,890
Senior Accountant	. 1	0	0	629	33,230	0	0
Accountant III	1	0	0	628	33,230	0	0
Financial Analyst II	. 0	. 2	2	626	0	60,250	62,350
Accountant II	. 4	0	0	626	123,460	0	. 0
Financial Analyst I	0	1	1	623	0	25,990	26,940
Accountant I	1	0	0	623	25,990	0	0
Account Clerk III	2	3	3	621	47,270	70,910	73,490
Account Clerk II	4	2	2	619	86,160	43.050	44.660
Secretary II	1	1	- 1	618/19	21.540	21,540	22,320
Account Clerk I	• 1	1	1	617	19,680	19.680	20,390
Clerk II	1	1	1	615	17,260	17,260	17,880
Subtotal	17	15	16		452,620	410,320	454,560
ADD Longevity					6,520	6,520	7,400
Year End Payroll Accrual					1,740	0	0
Charges - Finance Admini	stration				23,470	41,830	42,070
LESS 1/2 Financial Analyst II to Worker's Compensation					(15,040)	(15,040)	(15,590)
TOTAL					469,310	443.630	488,440

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUMD: 110 - GENERAL
DEFARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 03 - REVENUE MANAGEMENT

110 - GENERAL

FUND:

The responsibility of the Controller's Office is to direct the general accounting, suditing and payroll activities of the City. In addition, this division also coordinates the debt and capatal improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This divisioners goal is the continued improvement of accounting systems and financial information, so that interest of accounting systems and financial information, so that interest of accounting the system of interested parties can be better informed about the City's financial conducted and operation. ----274,<del>624 ----331,650</del> 110 Regular Salaries 351,370 339,940 330,030 O POSITIONS 120 Special Salaries n ٨ 0 0005 130 Overtime 3.700 0 n THE TRANSPORT OF THE TR 140 Employee Benefits 3, \$1, 23,0,1TI20,90,060 ADSPILD REVISED SUBTOTAL PERSONAL SERVICES 351,141 416,070 430,980 413,260 441,430 Controller Financial Analyst III 053 াত 210 Utilities : 0 0 Selior Accountint 7,878 0 220 Communications Off. EE 613 4,5601 22,700 Acetant III095,4 84 0 **采文为** 230 Transportation and Training Finchcial Anaight II Acetentant II 0 440 470 2 ς. 五言诗 838 240 Insurance 40 0 610 0 0 aca 0 250 Professional Fees ( 1882) 0 rinancial Analyst I Acgentant I 087, 32 113 33,330 1 1 260 Data Processing 26,710 67,900 0 26,710<sub>1</sub> 2,430<sub>5</sub> 250 270 Equipment Contractuals 2,425 2,580 Aceban Clerk 981,5 ξ 99 280 Building and Grounds Contractuals Actount Clerk Pr 290 Other Contractuals 8,796 7,980 Sepphiling II 080,7 8,480 835,818 21,540 21,540 与专机工工工工 Account Clerk I SUBTOTAL CONTRACTUAL SERVICES 18 52,513 42,120; 102,740 42,240 30,740<sup>71</sup> Subtotal QET3100Office Supplies (SA) SHE 27,268 <sup>81</sup> 13,570 30,740 14,400 320 Clothing and Towels 72 60 60 60 60 330 Chemicals 0 0 0 ADD Longevity0 000340 Equipment Parts 1000 958 340 OFEYear End PAFroll Accrest 350 Materials 0 O Charges - Orinance Administration 360 Equipment Supplies 🦠 0 0 n 370 Building Parts 0 LESS 1/2 Financial Analyst OII (charged 0 380 Non-Capitalizable Equipment 2390 Other Commodities 1,347 to Worker's Compensation) 0 39 0 TOTAL CAR. 88-SUBTOTAL ECOMMODITIES OF 29,684 31,140 13,990 14,830 31,140 410 Land 0 0 0 ٥ 420 Buildings 0 n n 430 Improvements 0 0 0 0 0 440 Office Equipment 1.290 0 0 0 0 450 Vehicular Equipment n 0 460 Operating Equipment 0 0 0 ٥ 0 SUBTOTAL CAPITAL OUTLAY 1,290 0 0 0 510 Interfund Transfers 0 0 0 0 520 Debt Service 0 0 0 530 Other Non-Operating Expenses 0 0 0 0 540 Other 0 0 0 0 0 SUBTOTAL OTHER 0 O

TOTAL 434,628 489,330 547,710 486,640 532,240

FUND: 110 - GENERAL DEPARTMENT: 03 - FINANCE

DIVISION: 02 - FINANCIAL MANAGEMENT ACTIVITY: 03 - REVENUE MANAGEMENT

The Revenue Management section is responsible for the collection and distribution of the City's revenue. This section is responsible for supervising all cash disbursements, maintaining a cash position, and developing collection procedures and systems. The Revenue Management section administers these functions through five activities: Cash reporting — receipting of all daily cash reports, preparation of bank deposits, check reconciliations, maintenance of bond debt records, payments of bond and coupon to the fiscal agents and distribution of payroll and vendor ordinance checks; Accounts Receivable — billing and monitoring of accounts for goods and services rendered by the City; Water Collection — processing of more than 600,000 bills annually and monitoring the numerous substations for water bill collection; License — processing, issuance, and enforcement of approximately 80 City regulatory license categories; and Parking Meter — collection of coins from approximately 2,400 meters within the City.

Other functions of Revenue Management include compilation of two bond prospectus and the daily management of the City's two cemeteries.

POSITION TITLE	1989 Adopted	POSITIONS 1989 REVISED	1990 REVISED	1990 Employment Range	1989 Adopted	1989 Revised	1990 Revised
City Treasurer	1	0	0	E-10	40,470	0	
Financial Analyst III	0	1	1	629	· o	35,000	36,220
Deputy City Treasurer	1	0	0	629	34,950	0	0
Administrative Aide III	1	1	1	625	28,640	28,680	29,680
Financial Analyst I	0	1	1	623 -	0	26,030	26,940
Accountant I	1	0	0	623	25,990	. 0	. 0
Account Clerk II	1	2	2	619	20,410	43,140	44,650
Cashier II	1	1	1	619	20,280	21,570	22,320
Account Clerk I	3	3	3	617	57,760	59,120	61,180
Parking Meter Coin Collector	2	. 2	2	617	36,710	39,410	40,790
Teller	3	3	3	615	50,960	54,130	56,020
Teller (P.T50%)	1	1	1	615	7,730	9,020	9,340
Subtotal	15	15	15		323,900	316,100	327,140
ADD: Longevity					2,600	2,900	3,190
Year End Payroll Accrual					1,240	0	0
Charges - Finance Adminis	tration				3,910	20,940	21,040
TOTAL					331,650	339,940	351,370

FUND: DEPARTMENT:

DIVISION:

110 - GENERAL 03 - FINANCE 02 - FINANCIAL MANAGEMENT 04 - SPECIAL ASSESSMENTS

SECTION:

		1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 Adopted	1990 REVISED
	Regular Salaries	108,544	113,420	121,320	117,530	128,540
	Special Salaries	0	0	0	0	0
	Overtime Employee Benefits	0 28,776	0 29,860	31,390	0 29,890	32,370
	SUBTOTAL PERSONAL SERVICES	137,320	143,280	152,710	147,420	160,910
210	Utilities	0	0	0	0	
220	Communications	2,368	3,190	3,850	3,190	3,370
	Transportation and Training	0	0	0	0	0
	Insurance	. 0	0	. 0	0	0
	Professional Fees	27.456	0	0	0	0
	Data Processing	27,056	29,580	24,480	32,320	24,480
	Equipment Contractuals Building and Grounds Contractuals	ŏ	0 0.	0	0	0
	Other Contractuals	ŏ	o.	Ŏ	Ŏ	ő
	SUBTOTAL CONTRACTUAL SERVICES	29,424	32,770	28,330	35,510	27,850
310	Office Supplies	8,274	6,380	6,080	6,770	6,300
	Clothing and Towels	0	0	0	. 0	. 0
330	Chemicals	0	. 0	0	. 0	0
340	Equipment Parts	925	1,600	620	1,800	720
	Materials	0	0	0	0	0
	Equipment Supplies	0	0	0	0	0
	Building Parts	0	0	0	0 .	0
	Non-Capitalizable Equipment Other Commodities	0	0	0	0	0
	SUBTOTAL COMMODITIES	9,199	7,980	6,700	8,570	7,020
410	Land	0	0	0	0	0
	Buildings	Ō	0	0	0	Ö
	Improvements	0	0	0	0	0
440	Office Equipment	0	0	0	0	0
	Vehicular Equipment	0	0	0	0	0
460	Operating Equipment	0	0	0	0	0
	SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0
	Interfund Transfers	0	0	0	0	0
	Debt Service	0	0	0	0	0
	Other Non-Operating Expenses Other	0	0	0	0	0
	SUBTOTAL OTHER	o	0	0	0	0
TOTA	AL .	175,943	184,030	187,740	191,500	195,780

FUND:

110 - GENERAL

DEPARTMENT:

03 - FINANCE

DIVISION:

03 - MANAGEMENT SERVICES

SECTION:

01 - PURCHASING

This section serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property.

	POSITION TITLE	1989 ADOPTED	POSITIONS 1989 REVISED	1990 REVISED	1990. EMPLOYMENT RANGE	1989 ADOPTED	1989 REVISED	1990 REVISED
Finan	cial Analyst III	0	1	1	629	0	33,970	34,160
Assis	tant Purchasing Manager	1 -	· <b>0</b>	0	629	34,940	0	0
Senio	r Buyer	1	1	1	627	31,610	31,610	32,760
Buyer		. 2	. 2	2	626	58,920	58,920	62,350
Secre	tary	2	2	2	618/619	40,000	40,000	42,500
Accou	nt Clerk I	1	1	1	617	19,680	19,680	20,390
Data ·	Control Clerk	1	1	1	617	19,680	19,680	20,390
	Subtotal	:8 ,	8	. 8		204,830	203,860	212,550
ADD	Longevity					2,700	2,430	2.370
	Year End Payroll Accrual		I			970	0	0
	Charges - Finance Adminis	tration	•		•	27,350	27,740	27,500
TOTAL					- "	235,850	234,030	242,420

FUND: DEPARTMENT:

110 - GENERAL
03 - FINANCE
03 - MANAGEMENT SERVICES
02 - RECORDS AND BENEFITS
01 - RECORDS DIVISION: SECTION:

ACTIVITY:

		1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 Adopted	1990 REVISED
110	Regular Salaries	79,783	86,980	84,590	85,720	89,070
120	Special Salaries	0	0	0	. 0	. 0
130	Overtime	0	0.	0	0	
140	Employee Benefits	21,073	21,750	21,110	21,750	21,780
	SUBTOTAL PERSONAL SERVICES	100,856	108,730	105,700	107,470	110,850
210	Utilities	0	0	0	0	0
220	Communications	2,185	2,950	2,600	2,950	2,410
230	Transportation and Training	0	0	0	0	0
240	Insurance	0	0	0	0	0
250	Professional Fees	12,842	9,560	9,560	8,380	8,380
	Data Processing	4,359	9,230	4,500	11,410	4,500
	Equipment Contractuals	0	Q	980	• 0	1,080
	Building and Grounds Contractuals Other Contractuals	0 ° 7,775	0 8,500	8,500	0 8,750	0 8,750
	SUBTOTAL CONTRACTUAL SERVICES	27,161	30,240	26,140	31,490	25,120
310	Office Supplies	8,159	5,890	5,890	6,000	6,080
320	Clothing and Towels	0	0	0	0	. 0
330	Chemicals	. 0	0	0	0	0
340	Equipment Parts	0	. 0	0	0	0
350	Materials	0	0	0	0	0
360	Equipment Supplies	0	0	0	0	0
370	Building Parts	0	O	0	0	0
	Non-Capitalizable Equipment	0	0	0	0	C
390	Other Commodities	0	0	0	C	0
	SUBTOTAL COMMODITIES	8,159	5,890	5,890	6,000	6,080
410	Land	0	0	0	0	0
420	Buildings	0	0	0	0.	0
430	Improvements	0	0	0	0	0
440	Office Equipment	0	0	0	0	0
	Vehicular Equipment	0	0	0	0	0
460	Operating Equipment	0	0	0	0	. 0
	SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0
510	Interfund Transfers	0	0	0	0	0
520	Debt Service	0	0	0	. 0	0
	Other Non-Operating Expenses	0	0	0	. 0	0
540	Other	. 0	0	. 0	0	• 0
	SUBTOTAL OTHER	0	0	0	. 0	0
TOT	AL	136,176	144,860	137,730	144,960	142,050

FUND: 110 - GENERAL DEPARTMENT: 03 - FINANCE

DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS

ACTIVITY: 01 - RECORDS

The reorganization of the Department has resulted in the separation of the City Clerk's Division into two sections: Special Assessments, which is a section in the Financial Management Division, and Records section, which is responsible for acting as ex-officio clerk of the Board of City Council members, the Board of Bids and Contracts and Staff Screening and Selection Committee, and preparing minutes of all meetings and performing such other duties as may be directed by the Director of Finance.

	POSITION TITLE	1989 ADOPTED	POSITIONS 1989 REVISED	1990 REVISED	1990 Employment Range	1989 Adopted	1989 Revised	1990 REVISED
Financial Analyst II		0	0	1	626	0	30,130	31,180
Deputy City Clerk II		1	1	0	629	34,950	. 0	. 0
Administrative Aide I		0	1	1	620	0	21,390	23,030
Sect	etary	2	1	1	618/19	40,990	21,570	23,210
	Subtotal	. 3	3	3		75,940	73,090	77,420
ADD	Longevity			•		690	690	840
	Year End Payroll Accru	<b>al</b>				350	0	0
	Charges - Finance Admi	nistration				10,000	10,810	10,810
	TOTAL				•	86,980	84,590	89,070

FUND: DEPARTMENT:

110 - GENERAL 03 - FINANCE 03 - MANAGEMENT SERVICES 02 - RECORDS AND BENEFITS 02 - BENEFITS DIVISION: SECTION:

ACTIVITY:

		1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 Adopted	1990 REVISED
110	Regular Salaries	92,979	95,370	96,550	96,510	99,010
120	Special Salaries	0	0	0	0	6
130	Overtime	0	0	340	. 0	. 0
140	Employee Benefits	23,114	24,530	24,720	24,540	25,490
	SUBTOTAL PERSONAL SERVICES	116,093	119,900	121,610	121,050	124,500
210	Utilities	0	0.	0	0	0
220	Communications	1,243	1,660	4,800	1,660	4,570
	Transportation and Training	0	0	0	0	0
-	Insurance	978	0	0	0	0
	Professional Fees	1,805	0	0	3 400	0
	Data Processing	1,805	2,090 0	11,620	2,090 0	11,620
	Equipment Contractuals Building and Grounds Contractuals	0	0	0	Č	0
	Other Contractuals	99	500	500	500	500
	SUBTOTAL CONTRACTUAL SERVICES	4,125	4,250	16,920	4,250	16,690
310	Office Supplies	5,309	8,260	5,120	8,470	5,250
320	Clothing and Towels	0	0	0	0	0
330	Chemicals	0	- 0	0	0	C
	Equipment Parts	0	0	0	0	.0
	Materials	0	0	0	0	Q
	Equipment Supplies	0	. 0	0	0	. 0
	Building Parts Non-Capitalizable Equipment	0 249	0	0	0	
	Other Commodities	0	. 0	0	0	ď
	SUBTOTAL COMMODITIES	5,558	8,260	5,120	8,470	5,250
410	Land	0	. 0	0	0	
420	Buildings	0	0	0	0	0
430	Improvements	0	0	. 0	0	. 0
	Office Equipment	0	0	0	0	0
	Vehicular Equipment	0	0	. 0	0	0
460	Operating Equipment	0	. 0,	Ó	0	0
	SUBTOTAL CAPITAL OUTLAY	0	0	0	0	
	Interfund Transfers	0	0	0	0	ď
	Debt Service	0	. 0	0	0	. 0
	Other Non-Operating Expenses Other	0	0	0	0	0
	SUBTOTAL OTHER	0	0	0	C	ď
TOTA	AL .	125,776	132,410	/143,650	133,770	146,440

FUND:

110 - GENERAL

DEPARTMENT:

03 - FINANCE

DIVISION:

03 - MANAGEMENT SERVICES 02 - RECORDS AND BENEFITS

SECTION: ACTIVITY:

02 - BENEFITS

This activity is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The activity acts as the administrative arm for four boards — the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board — which establish policy and programs. The Retirement and Insurance Manager also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are: 1) Employees' Group Life insurance plan; 2) Employees' Group Health insurance plan.

	POSITION TITLE	1989 Adopted	POSITIONS 1989 REVISED	1990 REVISED	1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 Revised	1990 Revised
Reti	rement and Ins. Manager	0	1	1	E-11	0	40,980	40,980
Retirement and Ins. Director		1	0	. 0	E-11	40,980	0	0
Administrative Aide II		0	1	1	623	0	23,250	24,060
Administrative Aide I		1	0	0	620	22,560	0	0
Secretary		1	1	1	618/19	20,670	20,670	22,320
	Subtotal	3	3	3		84,210	84,900	87,360
ADD	Longevity					840	840	840
	Year End Payroll Accrual				-	320	0	0
	Charges - Finance Adminis	tration			•	10,000	10,810	10,810
•	TOTAL					95,370	96,550	99,010

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